

CONGRESSIONAL INTERNSHIP PROGRAM INFORMATION

The information below pertains to internships in both Representative Istook's Washington and Oklahoma offices, unless noted otherwise.

OBJECTIVE

The purpose of the intern program is to enable students from the state of Oklahoma to participate in the legislative process by working in Congressman Istook's congressional office.

CALENDAR

Four classes of interns will work in the Washington and the Oklahoma City District office of Congressman Istook. Interns shall be informed of appointment no later than 30 days before their assigned start date (although often much earlier). After evaluating qualified candidates, a select number of candidates will be chosen for an interview. A phone interview can be arranged. General session dates are as follows:

Spring:	late January through early May (14 weeks)
Summer I:	mid May through June (6 weeks)
Summer II:	July through mid August (6 weeks)
Fall:	late August through December (14 weeks, not including Thanksgiving or Christmas)

Application deadlines:

Spring:	December 1st
Summer:	April 1st
Fall:	July 1st

If necessary, the office will work around the schedule of a prospective intern who meets the other internship requirements but is unable to fulfill the time obligations listed above.

REQUIREMENTS

- Preference is given to college and graduate students
- Completed resume
- Completed application form
- At least one letter of recommendation (preferably two)

JOB DESCRIPTION

Working in a congressional office is a unique experience that provides many challenges to interns. Interns in our office will be asked to perform several duties that are an integral part of our success.

- Assist legislative staff in research (DC interns only)
- Attend committee hearings (DC interns only)
- Assist with research & response to constituent mail (OK interns only)
- Open and sort constituent mail
- Give Capitol VIP Tours to constituents from the District (DC interns only)
- Answer phones and copy documents

Greater responsibilities will be dependent upon the intern's performance. Interns will not be limited to routine work.

COMPENSATION/COURSE CREDIT

Internships are unpaid. Contact your college advisor to discuss receiving course credit or financial assistance in exchange for your services to our office. All DC interns are responsible for transportation to and from Washington, D.C., and finding appropriate room and board during their stay. (Also see Housing section below)

APPLICATION FORM

Please make sure that you submit your application, resume and letter[s] of recommendation to the appropriate address:

DC Interns:

Congressman Ernest J. Istook, Jr.
Attn: Intern Coordinator
2404 Rayburn H.O.B.
Washington, D.C. 20515
Fax: (202) 226-1463

Oklahoma Interns:

Congressman Ernest J. Istook, Jr.
Attn: Intern Coordinator
First National Center
120 N. Robinson, Ste. 100
Oklahoma City, OK 73102
Fax: (405) 234-9909

Note: Please be advised that mail sent to our Washington D.C. office is often delayed and should therefore be sent at least two weeks advance of the deadline to guarantee full consideration.

HOUSING (DC Interns Only)

The D.C. area has several dormitories and furnished apartments for rent on the short term. Although a bit expensive, sharing one of these apartments may be cheaper. We have included a list of prospective housing in the Washington D.C. area. Prices are without tax and are subject to change. For information on public transportation, please try the following link: <http://www.wmata.com/>

DORMITORIES**American University**

Summer Intern Housing
Residential Life and Housing Services
4400 Massachusetts Avenue, NW
Washington, DC 20016-8142
Phone: 202-885-3370
Fax: 202-885-1154
Email: summerhousing@american.edu
Website: www.dcinternhousing.com
4 week minimum stay required
\$235/week/per person

George Washington University

Summer Housing Services
2020 Pennsylvania Avenue, NW
Box 327
Washington, DC 20006
Phone: 202-994-9193
Website: <http://gwired.gwu.edu/summer/>
Email: sumhouse@gwu.edu
5 week minimum stay
\$203 – 273/week/per person

Catholic University

Conferences and Event Planning
204 Pryzbyla Center
Washington, DC 20064
Phone: 202-319-5291
Email: cua-summer@cua.edu
Website: <http://conferences.cua.edu/summer>
3 week minimum stay
\$175 – 245/week/per person

Thompson-Markwood Hall

235 Second Street, NW
Washington, DC 20002
Phone: 202-546-3255
Housing available year-round for young women age 18-34
2 week minimum stay
Approximately \$200/week/per person

Georgetown University

Office of Housing and Conference Services
100 Harbin Hall
Washington, DC 20057
Phone: 202-687-4560
Website: <http://georgetown.edu/housing/summer>
5-29 to 8-6: \$1863/per person

Washington Intern Student Housing (WISH)

305 Massachusetts Avenue, NE
Washington, DC 20002
Phone: 202-548-2720
Fax: 202-548-2435
Email: interns@internsdc.com
Website: <http://www.internsdc.com>
Price of housing varies.